

SALES

POS LITE – ADD POINT OF SALE (POS) INVOICE

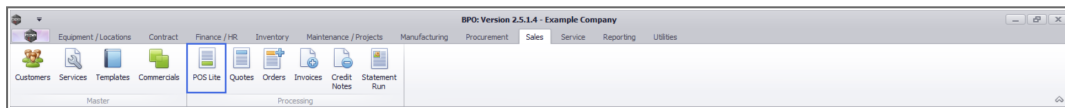
The POS (Point of Sales) Invoice screen was created as a simplified Over the Counter Invoice screen. With OTC Invoicing, stock must be manually issued after the invoice is created, but with POS Invoicing, stock is auto issued from the Auto Issue Warehouse. Only Inventory Items can be invoiced via this process.

Configuration Required:

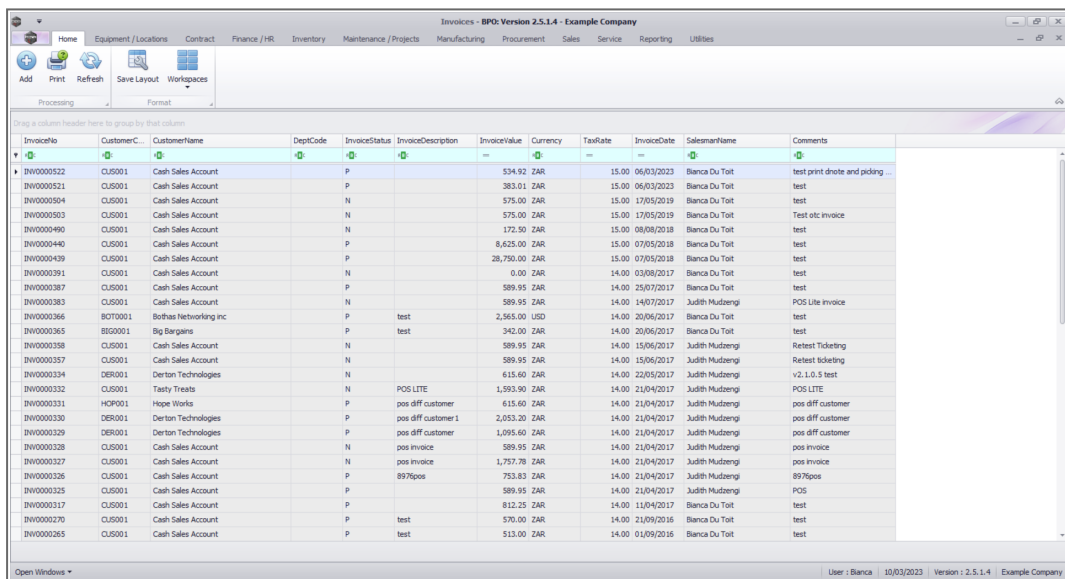
- Company configuration flag:
 - AutoSaleIssue – enables auto sale stock issuing.
- Auto Issue [Warehouse Config](#) (1 auto issue warehouse per site)
 - Is Stock = 'Yes'
 - Is Asset = 'No'
 - Quarantine Location = 'No'
 - Is Default = 'No'
 - Auto Issue = 'Yes'
- [Sales Office](#) Config:
 - Identification of a customer as a cash sales account to be configured on the Sales Office. Ensure a Cash Sale Customer Account has been set up, linked to all sites and configured as the Cash Sales Account in the Sales Office(s).

- **User Config:**
 - The default site of the user is used to determine the auto issue warehouse and the cash sales account. Ensure that each user has a default site configured 'Default Site' in User Right screen for that user. (that they have security right access to).
 - For a multi-site environment, users must be in a site specific group (configured in user rights – AccessType: 'SITE').

Ribbon Select **Sales > POS Lite**

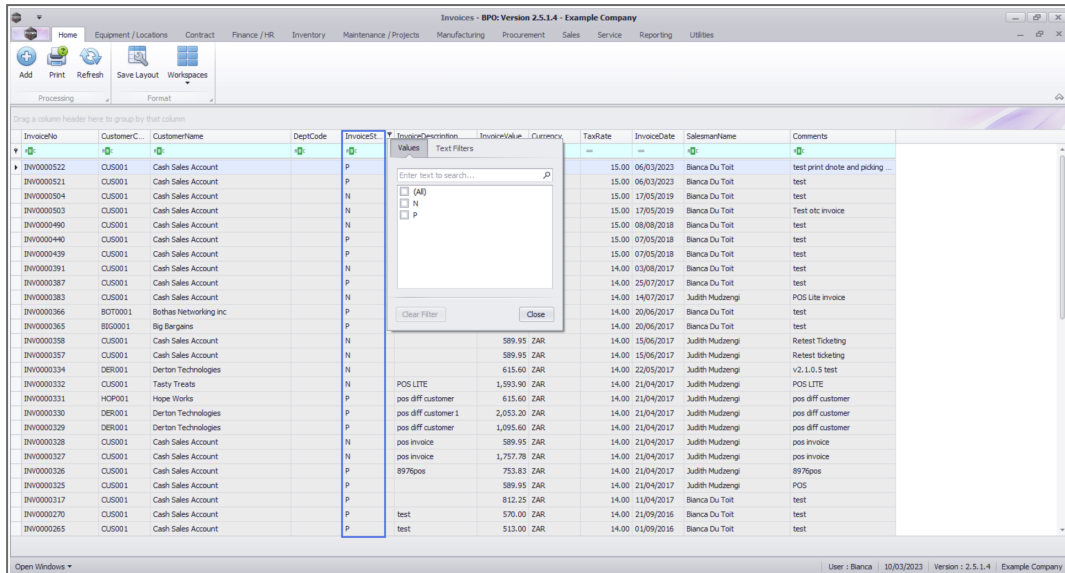


The **POS Lite Invoices Listing** screen will be displayed.



InvoiceNo	CustomerC	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INV0000522	CU5001	Cash Sales Account		P		534.92 ZAR		15.00	06/03/2023	Blanca Du Toit	test print dropte and picking
INV0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Blanca Du Toit	test
INV0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	test
INV0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INV0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Blanca Du Toit	test
INV0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INV0000439	CU5001	Cash Sales Account		P		26,790.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INV0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Blanca Du Toit	test
INV0000387	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	25/07/2017	Blanca Du Toit	test
INV0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INV0000366	BOT0001	Bothas Networking inc		P	test	2,565.00 USD		14.00	20/06/2017	Blanca Du Toit	test
INV0000365	BIG0001	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Blanca Du Toit	test
INV0000358	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INV0000357	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INV0000334	DER001	Derton Technologies		N		615.60 ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INV0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INV0000331	HCP001	Hope Works		P	pos diff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000330	DER001	Derton Technologies		P	pos diff customer1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000326	CU5001	Cash Sales Account		P	8976pos	753.83 ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INV0000325	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INV0000317	CU5001	Cash Sales Account		P		812.25 ZAR		14.00	11/04/2017	Blanca Du Toit	test
INV0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	21/09/2016	Blanca Du Toit	test
INV0000265	CU5001	Cash Sales Account		P	test	513.00 ZAR		14.00	01/09/2016	Blanca Du Toit	test

This screen does not have a status filter, instead all New and Printed Invoices will be displayed. You can filter by the **Invoice Status** Column.



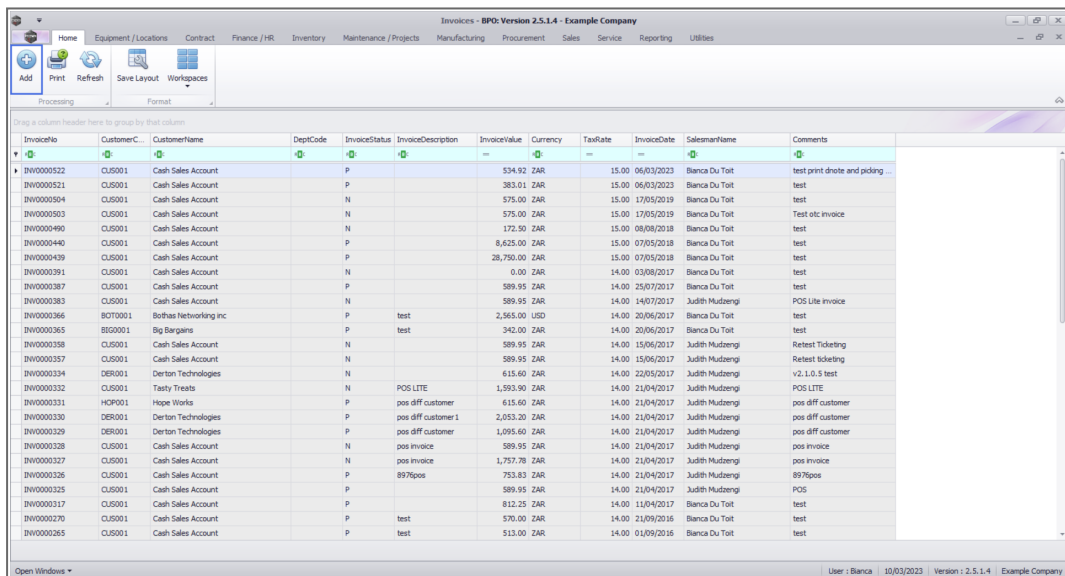
InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceSt...	InvoiceDescription...	InvoiceValue...	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INV0000522	CU5001	Cash Sales Account		P				15.00	06/03/2023	Blanca Du Toit	test print drone and picking...
INV0000521	CU5001	Cash Sales Account		P				15.00	06/03/2023	Blanca Du Toit	test
INV0000504	CU5001	Cash Sales Account		N				15.00	17/05/2019	Blanca Du Toit	test
INV0000503	CU5001	Cash Sales Account		N				15.00	17/05/2019	Blanca Du Toit	Test etc invoice
INV0000490	CU5001	Cash Sales Account		N				15.00	08/08/2018	Blanca Du Toit	test
INV0000440	CU5001	Cash Sales Account		P				15.00	07/05/2018	Blanca Du Toit	test
INV0000439	CU5001	Cash Sales Account		P				15.00	07/05/2018	Blanca Du Toit	test
INV0000391	CU5001	Cash Sales Account		P				14.00	03/08/2017	Blanca Du Toit	test
INV0000387	CU5001	Cash Sales Account		P				14.00	25/07/2017	Blanca Du Toit	test
INV0000383	CU5001	Cash Sales Account		N				14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INV0000366	BOT0001	Botbas Networking inc		P				14.00	20/06/2017	Blanca Du Toit	test
INV0000365	BIG0001	Big Bargains		P				14.00	20/06/2017	Blanca Du Toit	test
INV0000358	CU5001	Cash Sales Account		N				14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INV0000357	CU5001	Cash Sales Account		N				14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INV0000334	DER001	Derton Technologies		N				14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INV0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90	ZAR	14.00	21/04/2017	Judith Mudzengi	POS LITE
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000329	DER001	Derton Technologies		P	pos diff customer	2,095.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000328	CU5001	Cash Sales Account		N	pos invoice	589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000326	CU5001	Cash Sales Account		P	8976pos	753.83	ZAR	14.00	21/04/2017	Judith Mudzengi	8976pos
INV0000325	CU5001	Cash Sales Account		P		589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	POS
INV0000317	CU5001	Cash Sales Account		P		812.25	ZAR	14.00	11/04/2017	Blanca Du Toit	test
INV0000270	CU5001	Cash Sales Account		P	test	570.00	ZAR	14.00	21/09/2016	Blanca Du Toit	test
INV0000265	CU5001	Cash Sales Account		P	test	513.00	ZAR	14.00	01/09/2016	Blanca Du Toit	test

ADD INVOICE

- Click on the **Add** button.



Short cut key: **Right click** to display the **Process** menu list. Click on **Add**.

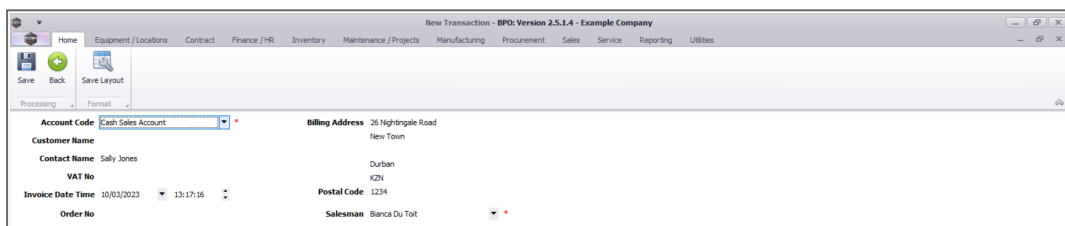


InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INV0000522	CU5001	Cash Sales Account		P		534.92	ZAR	15.00	06/03/2023	Blanca Du Toit	test print drone and picking...
INV0000521	CU5001	Cash Sales Account		P		383.01	ZAR	15.00	06/03/2023	Blanca Du Toit	test
INV0000504	CU5001	Cash Sales Account		N		575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	test
INV0000503	CU5001	Cash Sales Account		N		575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	Test etc invoice
INV0000490	CU5001	Cash Sales Account		N		172.50	ZAR	15.00	08/08/2018	Blanca Du Toit	test
INV0000440	CU5001	Cash Sales Account		P		8,625.00	ZAR	15.00	07/05/2018	Blanca Du Toit	test
INV0000439	CU5001	Cash Sales Account		P		26,750.00	ZAR	15.00	07/05/2018	Blanca Du Toit	test
INV0000391	CU5001	Cash Sales Account		N		6.00	ZAR	14.00	03/08/2017	Blanca Du Toit	test
INV0000387	CU5001	Cash Sales Account		P		589.95	ZAR	14.00	25/07/2017	Blanca Du Toit	test
INV0000383	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INV0000366	BOT0001	Botbas Networking inc		P	test	2,565.00	USD	14.00	20/06/2017	Blanca Du Toit	test
INV0000365	BIG0001	Big Bargains		P	test	342.00	ZAR	14.00	20/06/2017	Blanca Du Toit	test
INV0000358	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INV0000357	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INV0000334	DER001	Derton Technologies		N		615.60	ZAR	14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INV0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90	ZAR	14.00	21/04/2017	Judith Mudzengi	POS LITE
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000329	DER001	Derton Technologies		P	pos diff customer	2,095.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000328	CU5001	Cash Sales Account		N	pos invoice	589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000326	CU5001	Cash Sales Account		P	8976pos	753.83	ZAR	14.00	21/04/2017	Judith Mudzengi	8976pos
INV0000325	CU5001	Cash Sales Account		P		589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	POS
INV0000317	CU5001	Cash Sales Account		P		812.25	ZAR	14.00	11/04/2017	Blanca Du Toit	test
INV0000270	CU5001	Cash Sales Account		P	test	570.00	ZAR	14.00	21/09/2016	Blanca Du Toit	test
INV0000265	CU5001	Cash Sales Account		P	test	513.00	ZAR	14.00	01/09/2016	Blanca Du Toit	test

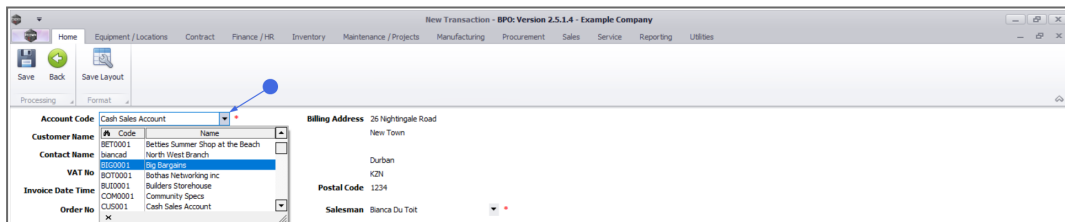
- The **POS Lite Invoice Maintain** screen will display.

INVOICE HEADER INFORMATION

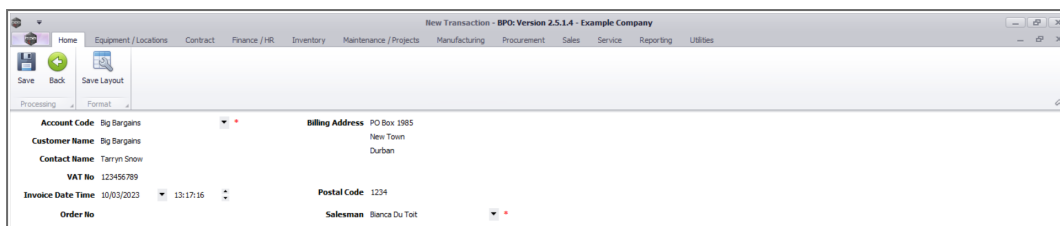
- The customer information and Salesman fields will auto populate based on the Default Customer Account configured in the [Sales Office](#), which should ideally be a Cash Sale Customer.
- If this is a **walk in** customer, you can then type in the information you would like to keep on record, such as the Contact Name and Billing Address. The financial transaction will post to the Cash Sale Account, but you will have the walk in customer's details on record.



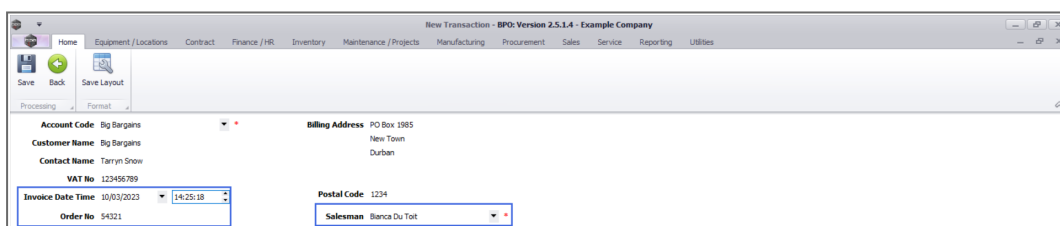
- If this is an **existing** customer, you use the Account Code drop down menu to select the customer



- The selected customer's detail will populate, including the Primary Contact and Billing Address. If required, you can type in the details for this specific invoice. This will not change any information on the customer itself, but you will have the details on record for this transaction.



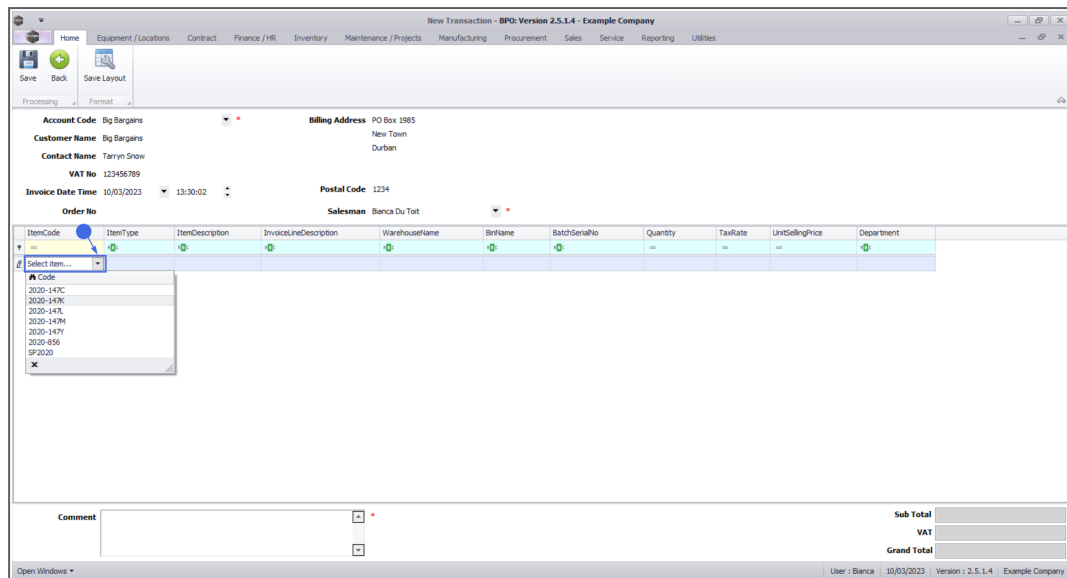
- **Invoice Date and Time:** These fields will auto populate with the current date and time the invoice was created.
 - **Invoice Date:** Type in or click on the drop-down **arrow** to use the calendar function to select an alternative date, if required.
 - **Invoice Time:** Type in or use the **arrow** indicators to select an alternative time, if required.
- **Order No:** Click in the field to type in the order number if an order is linked to the cash sales invoice.
- **Salesman:** The salesman field will populate with the employee currently logged onto the system. Click on the drop-down **arrow** to select a different salesman, if required.



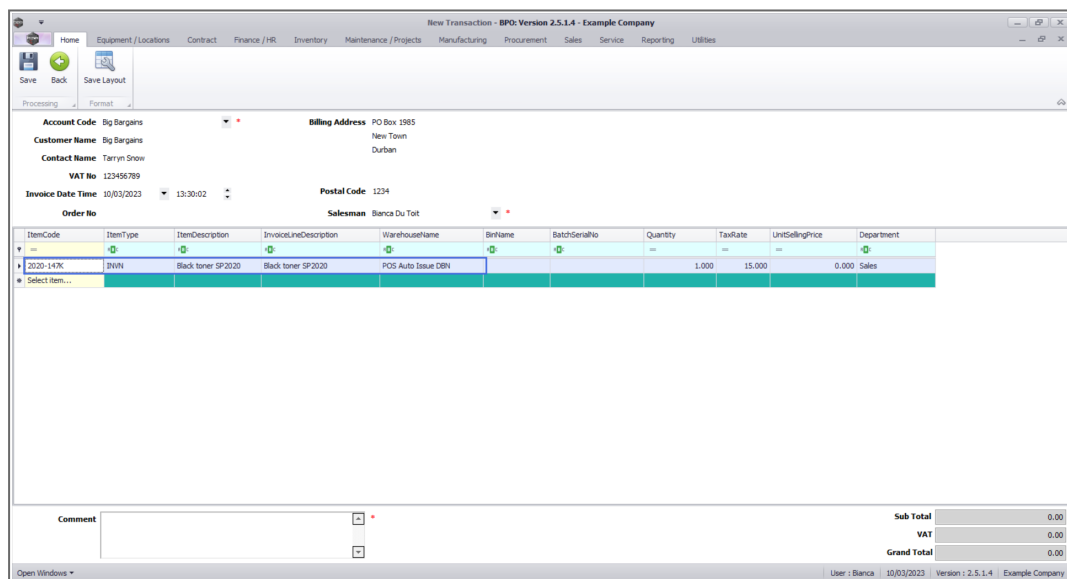
ADD ITEMS TO THE INVOICE

Item Code, Stock Codes and Part Number

- Click in the **Item Code** text box, and then on the drop down arrow to display the list of **part codes** available in the **POS Auto Issue Warehouse**.
- Select the part code required.

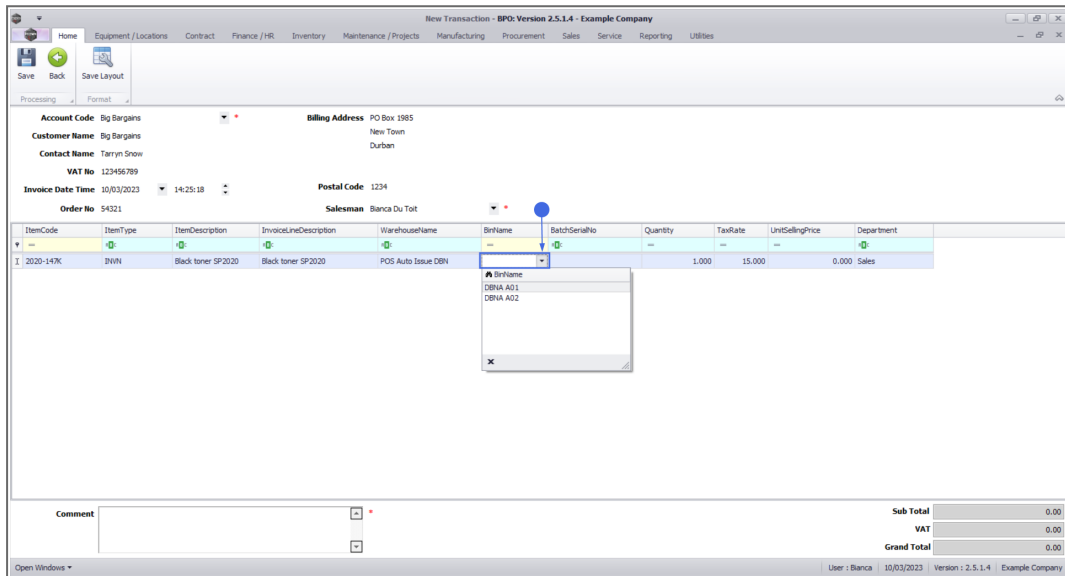


- Once you have selected the **Part Code** the **Item Code**, **Item Type**, **Item Description** and **Invoice Line Description** will populate based on the Item selected.
- The **Warehouse Name** will populate with the POS Auto Issue warehouse.



- From BPO2 v2.5.1.3, you have the ability to select the **Bin Name**, if you have multiple bins within the **POS Auto Issue Warehouse**.

- **Note** that only bins with stock will display.
- For non serialised items, where Batch Tracking is not enabled, select the **Bin Name**.
 - or if Batch Tracking is enabled, once the Batch Number is selected, the system will set the associated bin.
 - or if selecting a Serial Number, the system will set the associated bin.



The screenshot shows the 'New Transaction - BPO: Version 2.5.1.4 - Example Company' window. The interface includes a menu bar (Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities) and a toolbar (Save, Back, Save Layout). The form contains the following fields:

- Account Code:** Big Bargains
- Customer Name:** Big Bargains
- Contact Name:** Tarryn Snow
- VAT No:** 123456789
- Invoice Date Time:** 10/03/2023 14:25:18
- Billing Address:** PO Box 1985, New Town, Durban
- Postal Code:** 1234
- Salesman:** Bianca Du Toit

The **Order No** is 54321. Below these fields is a table with the following columns: ItemCode, ItemType, ItemDescription, InvoiceLineDescription, WarehouseName, BinName, BatchSerialNo, Quantity, TaxRate, UnitSellingPrice, and Department. The table contains one row with the following data:

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INVN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN			1.000	15.000	0.000	Sales

A dropdown menu is open for the **BinName** field, showing the following options:

- DBNA A01
- DBNA A02

At the bottom of the form, there is a **Comment** field and a summary section with the following values:

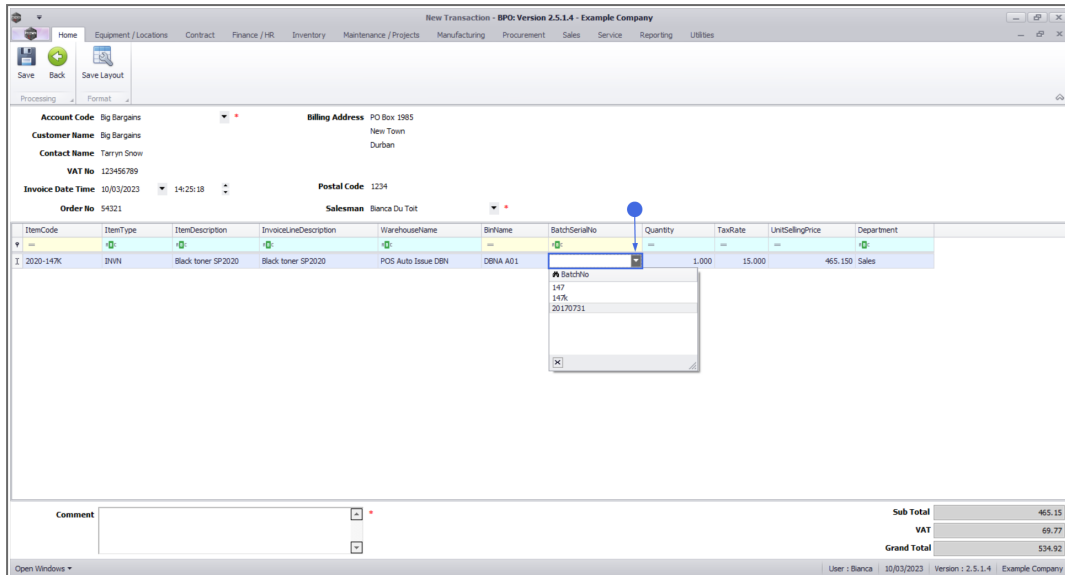
- Sub Total:** 0.00
- VAT:** 0.00
- Grand Total:** 0.00

The bottom status bar shows: User : Bianca, 10/03/2023, Version : 2.5.1.4, Example Company.

BATCH SERIAL NUMBER

This field serves **two** purposes depending on the **part type**:

- **Batch Number selection** for **C-class** (or non-serialised stock items). Note that this is only required for Batch Tracking environments where multiple stock batch exist.
- **Serial Number selection** for **A-class** and **B-class** (or serialised stock items). This applies to all environments.
- Taking the above notes into account, select the **Batch Number**, if required for C-class items; or **Serial Number** for A- or B-class items.



ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
I 2020-147K	INVN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A01		1,000	15,000	465,150	Sales

Sub Total	465.15
VAT	69.77
Grand Total	534.92

QUANTITY, UNIT SELLING PRICE AND DEPARTMENT

- **Quantity:** The quantity is set to **1** by default.
 - **Serialised Items (A- and B-Class)** - This will always be 1 as an individual serial number is selected.
 - **Non-serialised Items (C-Class)** - You can click in the text box to type in the quantity required, but cannot exceed the amount of stock in the bin (and where batch tracking is enabled) the batch selected.
- **Unit Selling Price:** The unit selling price field will auto populate based on the commercial set on the customer. This amount can be modified, if applicable.
- **Department:** The department will display **Sales**, as configured by the Sales Office.

New Transaction - BPO: Version 2.5.1.4 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Processing Format

Account Code: Big Bargains Billing Address: PO Box 1985
Customer Name: Big Bargains New Town
Contact Name: Tarryn Snow Durban
VAT No: 123456789 Postal Code: 1234
Invoice Date Time: 10/03/2023 14:25:18
Order No: 54321 Salesman: Bianca Du Toit

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INVN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
Select item...					Select Bin Name...					

Comment

Sub Total: 395.74
VAT: 59.36
Grand Total: 455.10

Open Windows User: Bianca 10/03/2023 Version: 2.5.1.4 Example Company

Additional Invoice Items

- After completing an Item line, press the **Enter** or **Tab** key or click anywhere in the data grid to open a new Item line. Continue adding items as required.

New Transaction - BPO: Version 2.5.1.4 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Processing Format

Account Code: Big Bargains Billing Address: PO Box 1985
Customer Name: Big Bargains New Town
Contact Name: Tarryn Snow Durban
VAT No: 123456789 Postal Code: 1234
Invoice Date Time: 10/03/2023 14:25:18
Order No: 54321 Salesman: Bianca Du Toit

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INVN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
SP2020	INVN	SP2020 Sprint Colour	SP2020 Sprint Colour Multi Func	POS Auto Issue DBN	DBNA A01	2020-9895	1.000	15.000	5,400.000	Sales
Select item...					Select Bin Name...					

Comment

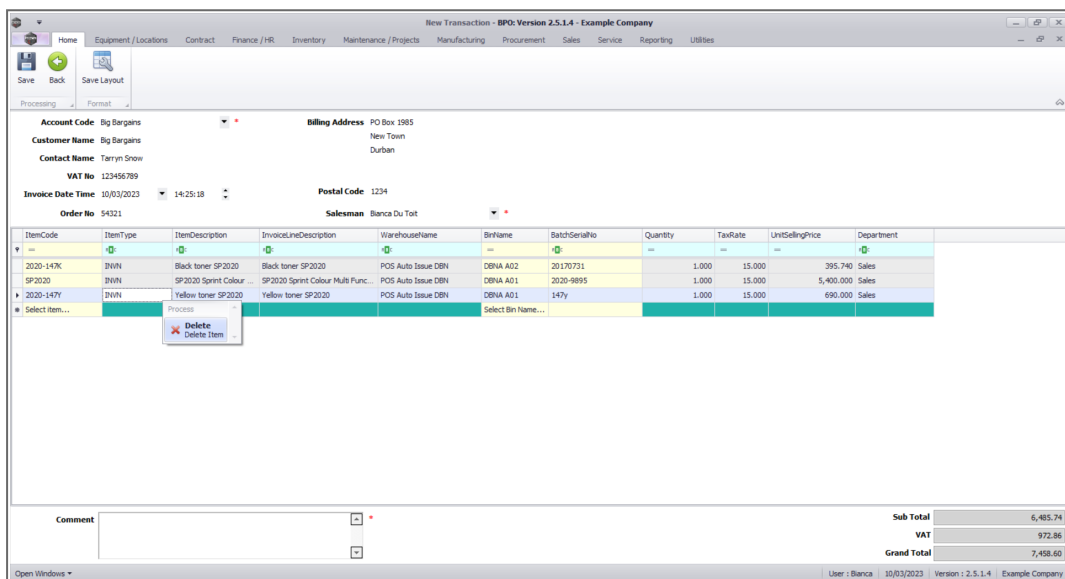
Sub Total: 5,795.74
VAT: 869.36
Grand Total: 6,665.10

Open Windows User: Bianca 10/03/2023 Version: 2.5.1.4 Example Company

DELETE ITEM

Incorrect line items can be removed from the invoice before it has been saved.

-  **Right click** on the line item you wish to remove to display the **Process** menu.
- Click on **Delete** - Delete Item



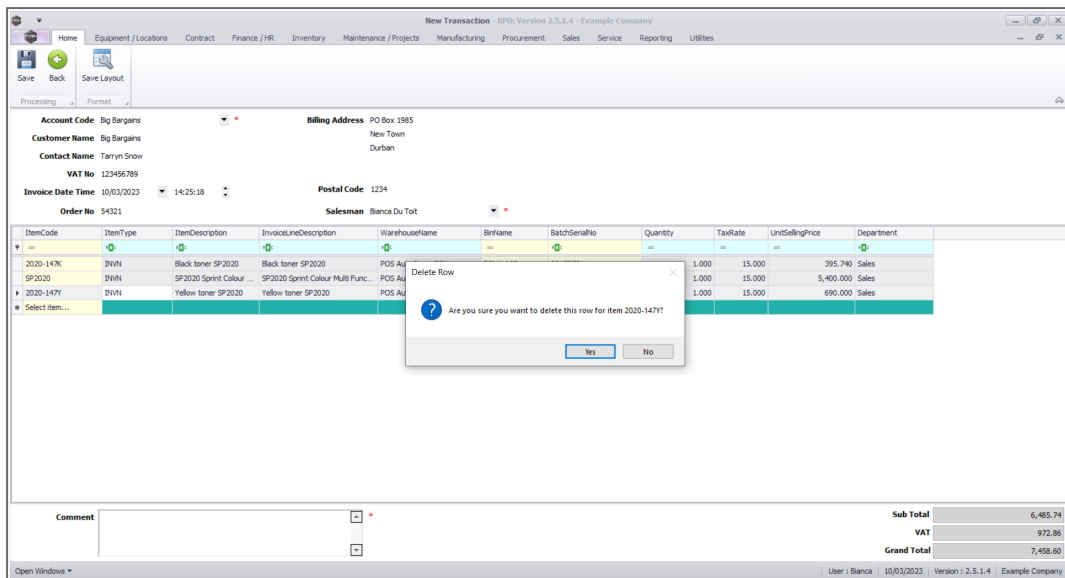
The screenshot shows the 'New Transaction - BPO: Version 2.5.1.4 - Example Company' window. It contains a form with fields for Account Code, Customer Name, Contact Name, VAT No, Invoice Date Time, Billing Address, Postal Code, and Salesman. Below the form is a table with columns: ItemCode, ItemType, ItemDescription, InvoiceLineDescription, WarehouseName, BinName, BatchSerialNo, Quantity, TaxRate, UnitSellingPrice, and Department. The table contains three rows of data. A context menu is open over the first row, showing 'Delete Row' and 'Delete Item' options. At the bottom right, there is a summary section with 'Sub Total', 'VAT', and 'Grand Total' values.

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INVN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
SP2020	INVN	SP2020 Sprint Colour Multi Func	SP2020 Sprint Colour Multi Func	POS Auto Issue DBN	DBNA A01	2020-9895	1.000	15.000	5,400.000	Sales
2020-147Y	INVN	Yellow toner SP2020	Yellow toner SP2020	POS Auto Issue DBN	DBNA A01	147y	1.000	15.000	690.000	Sales

Summary:

Sub Total	6,485.74
VAT	972.86
Grand Total	7,458.60

- When you receive the **Delete Row** message to confirm;
 - **Are you sure you want to delete this row for item [item code].**
- Click on **Yes** to delete the row item, or
 - Click on **No** to ignore the request and to leave the item row on the invoice.



New Transaction - BPO Version 2.5.1.4 - Example Company

Account Code: Big Bargains
Customer Name: Big Bargains
Contact Name: Tarryn Snow
VAT No: 123456789
Invoice Date Time: 10/03/2023 14:25:18
Order No: 54321
Salesman: Bianca Du Toit

Billing Address: PO Box 1985, New Town, Durban
Postal Code: 1234

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INN	Black toner SP2020	Black toner SP2020	POS Au			1.000	15.000	395.740	Sales
SP2020	INN	SP2020 Sprint Colour ...	SP2020 Sprint Colour Multi Func...	POS Au			1.000	15.000	5,400.000	Sales
2020-147Y	INN	Yellow toner SP2020	Yellow toner SP2020	POS Au			1.000	15.000	690.000	Sales

Comment: [Empty text box]

Sub Total: 6,485.74
VAT: 972.86
Grand Total: 7,458.60

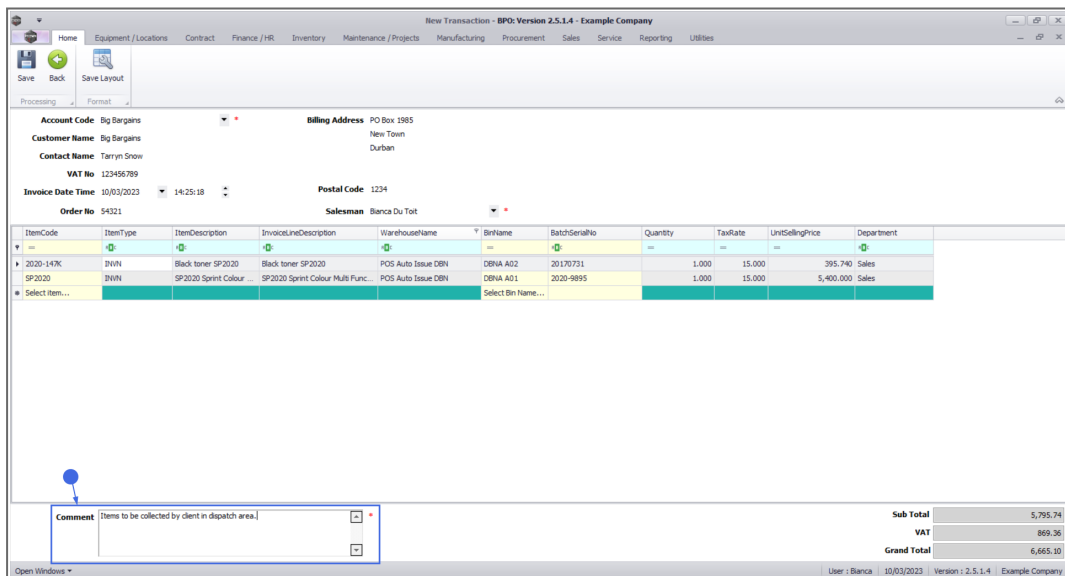
User: Bianca | 10/03/2023 | Version: 2.5.1.4 | Example Company

COMMENT TEXT BOX

1. Click in the **Comment** text box to type in a comment for the invoice. The comment will display on the Invoice when it is printed.



Note that this is a mandatory field.



New Transaction - BPO Version 2.5.1.4 - Example Company

Account Code: Big Bargains
Customer Name: Big Bargains
Contact Name: Tarryn Snow
VAT No: 123456789
Invoice Date Time: 10/03/2023 14:25:18
Order No: 54321
Salesman: Bianca Du Toit

Billing Address: PO Box 1985, New Town, Durban
Postal Code: 1234

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
2020-147K	INN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
SP2020	INN	SP2020 Sprint Colour ...	SP2020 Sprint Colour Multi Func...	POS Auto Issue DBN	DBNA A01	2020-9895	1.000	15.000	5,400.000	Sales

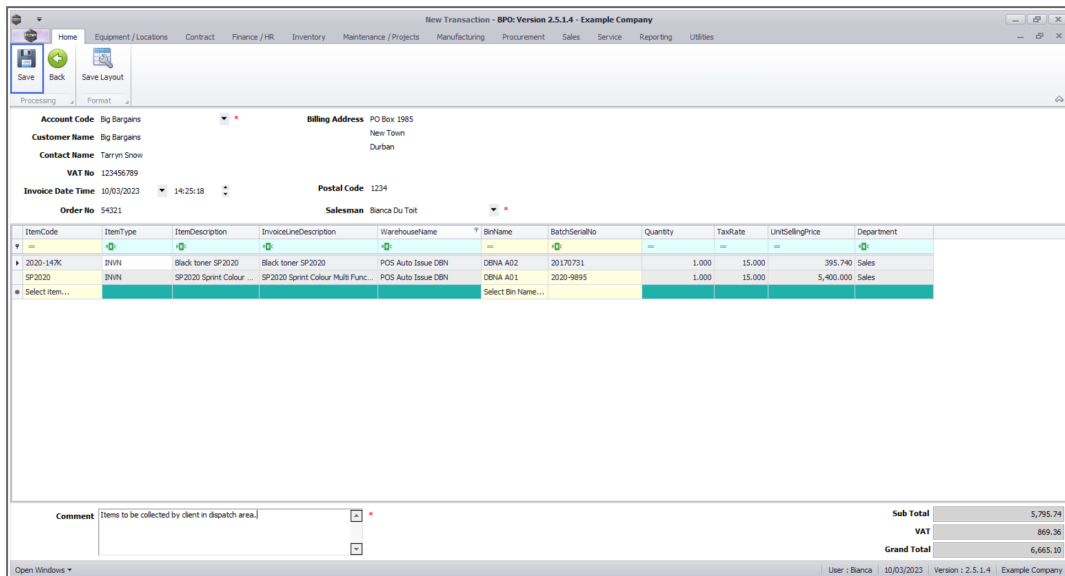
Comment: Items to be collected by client in dispatch area.

Sub Total: 5,795.74
VAT: 869.36
Grand Total: 6,665.10

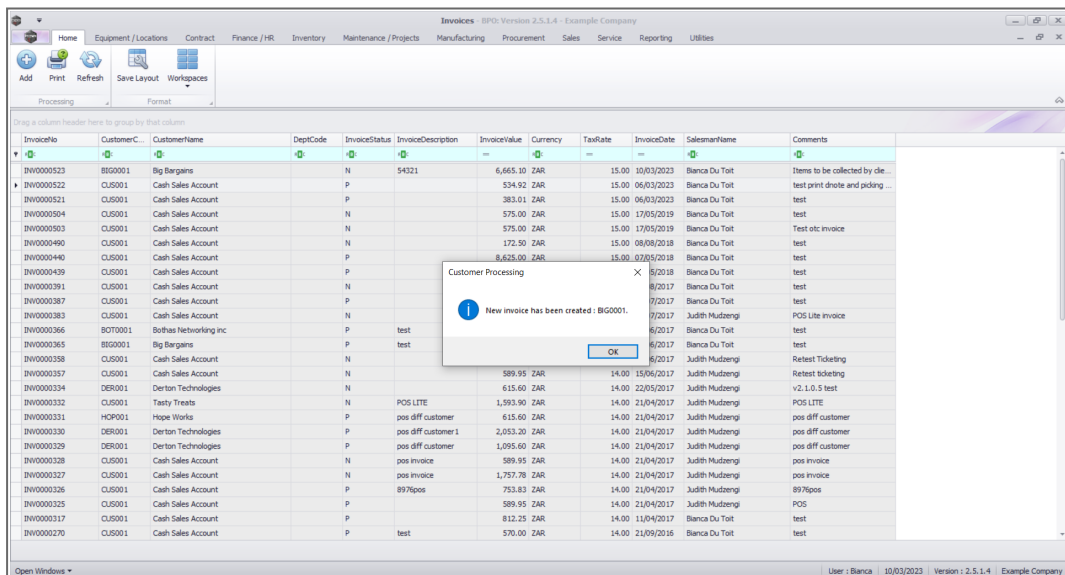
User: Bianca | 10/03/2023 | Version: 2.5.1.4 | Example Company

SAVE THE INVOICE

2. Click on **Save**.

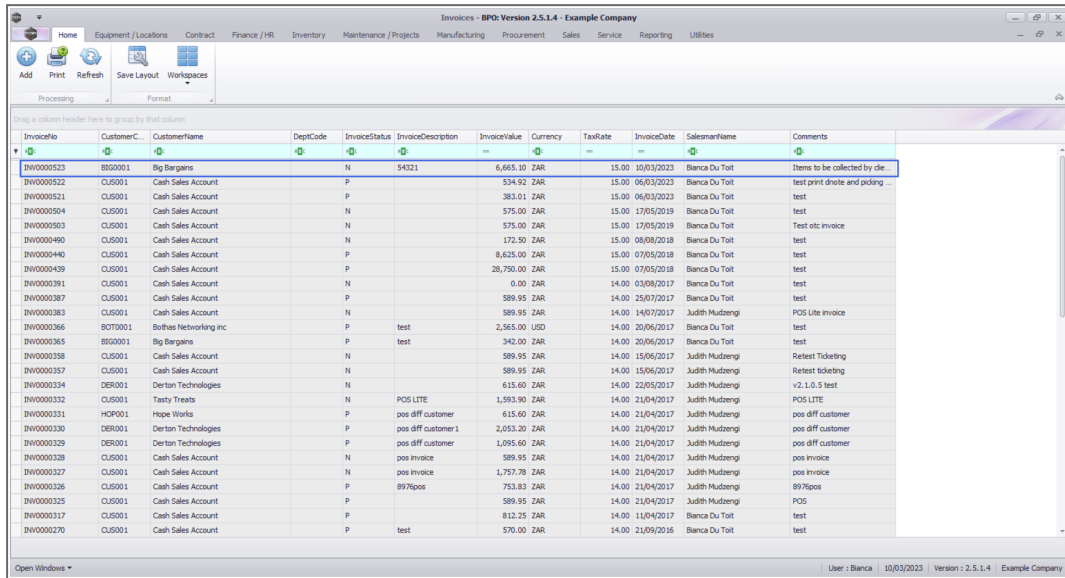


- When you receive the **Customer Processing** message to confirm;
 - New invoice has been created : **[customer code]**
- Click on **OK**.



InvoiceNo	CustomerCode	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
IN00000523	BIG00001	Big Bargains		N	54321	6,665.10	ZAR	15.00	10/03/2023	Blanca Du Toit	Items to be collected by client in dispatch area.
IN00000522	CU5001	Cash Sales Account	P			534.92	ZAR	15.00	06/03/2023	Blanca Du Toit	test print drone and picking ...
IN00000521	CU5001	Cash Sales Account	P			383.01	ZAR	15.00	06/03/2023	Blanca Du Toit	test
IN00000504	CU5001	Cash Sales Account	N			575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	test
IN00000503	CU5001	Cash Sales Account	N			575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	Test etc invoice
IN00000490	CU5001	Cash Sales Account	N			172.50	ZAR	15.00	08/08/2018	Blanca Du Toit	test
IN00000440	CU5001	Cash Sales Account	P			8,625.00	ZAR	15.00	07/05/2018	Blanca Du Toit	test
IN00000439	CU5001	Cash Sales Account	P						5/2018	Blanca Du Toit	test
IN00000391	CU5001	Cash Sales Account	N						8/2017	Blanca Du Toit	test
IN00000387	CU5001	Cash Sales Account	P						7/2017	Blanca Du Toit	test
IN00000383	CU5001	Cash Sales Account	N						7/2017	Judith Mudzengi	POS Lite invoice
IN00000366	BOT0001	Botnet Networking inc	P		test				6/2017	Blanca Du Toit	test
IN00000365	BIG00001	Big Bargains	P		test				6/2017	Blanca Du Toit	test
IN00000358	CU5001	Cash Sales Account	N						6/2017	Judith Mudzengi	Retest Ticketing
IN00000357	CU5001	Cash Sales Account	N			589.95	ZAR	14.00	15/06/2017	Judith Mudzengi	Retest ticketing
IN00000334	DER001	Derton Technologies	N			615.60	ZAR	14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
IN00000332	CU5001	Tasty Treats	N		POS LITE	1,593.90	ZAR	14.00	21/04/2017	Judith Mudzengi	POS LITE
IN00000331	HOP001	Hope Works	P		pos diff customer	615.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
IN00000330	DER001	Derton Technologies	P		pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
IN00000329	DER001	Derton Technologies	P		pos diff customer	1,095.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
IN00000328	CU5001	Cash Sales Account	N		pos invoice	589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
IN00000327	CU5001	Cash Sales Account	N		pos invoice	1,757.78	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
IN00000326	CU5001	Cash Sales Account	P		897gpos	753.83	ZAR	14.00	21/04/2017	Judith Mudzengi	897gpos
IN00000325	CU5001	Cash Sales Account	P			589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	POS
IN00000317	CU5001	Cash Sales Account	P			812.25	ZAR	14.00	11/04/2017	Blanca Du Toit	test
IN00000270	CU5001	Cash Sales Account	P		test	570.00	ZAR	14.00	21/09/2016	Blanca Du Toit	test

The **Invoices** listing screen will be updated with the newly created POS Invoice.



InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INV0000523	Big Bargains	Big Bargains		N	54321	6,665.10 ZAR		15.00	10/03/2023	Bianca Du Toit	Items to be collected by cle...
INV0000522	CU5001	Cash Sales Account		P		534.92 ZAR		15.00	06/03/2023	Bianca Du Toit	test print drone and pding ...
INV0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Bianca Du Toit	test
INV0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Bianca Du Toit	test
INV0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Bianca Du Toit	Test etc invoice
INV0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Bianca Du Toit	test
INV0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Bianca Du Toit	test
INV0000439	CU5001	Cash Sales Account		P		28,750.00 ZAR		15.00	07/05/2018	Bianca Du Toit	test
INV0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Bianca Du Toit	test
INV0000387	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	25/07/2017	Bianca Du Toit	test
INV0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INV0000366	BOT0001	Botswana Networking Inc		P	test	2,565.00 USD		14.00	20/06/2017	Bianca Du Toit	test
INV0000365	Big Bargains	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Bianca Du Toit	test
INV0000358	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INV0000357	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INV0000334	DER001	Derton Technologies		N		615.60 ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INV0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000326	CU5001	Cash Sales Account		P	8976pos	753.83 ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INV0000325	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INV0000317	CU5001	Cash Sales Account		P		812.25 ZAR		14.00	11/04/2017	Bianca Du Toit	test
INV0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	21/09/2016	Bianca Du Toit	test

Next: [Print the Invoice](#)

MNU.068.001

